

Odyssey Preparatory Academy

1350 Wyoming Dr. SE ♦ Palm Bay, FL 32909

Phone (321) 372-7263 ♦ Fax (321) 327-7261

Enrichment Site Supervisor: Danielle Johnson Email: JohnsonD@odysseyprepacademy.com

Enrichment Director: Alia Hartwick Email: HartwickA@odysseycharterschool.com

OCS 321-733-0442 ext. 214



Before & After Care Enrichment Program Registration

23/24 School Year	Enrichment Fee Schedule
Registration Fee	\$50 per one child \$75 per family
Before Care 6:00am - 8:00am	\$35 per week
After Care 2:45pm - 6:30pm	\$65 per week
Before and After Care	\$75 per week
Drop-In <i>Friday Only</i> 1:45pm - 6:30pm	\$25 per day

Tuition Policy and Fees Information:

- ♦ Tuition is to be paid ahead of the week and is due on Mondays. Any accounts that aren't paid by Wednesday of each week will be given notice of suspension from Enrichment until payment is made in full. You may pay ahead for as many weeks as you would like.
- ♦ Payments can be paid through Procure, via credit card, or automatic withdraw (form required) or by check or money order (payable to **OPA Enrichment**). *Cash is not an acceptable form of payment.*
- ♦ Tuition is based on program selected on this registration form, not by attendance.

Tuition is non-refundable for any reason.

- ♦ Siblings who are enrolled in the same program will receive a 10% discount on tuition.
- ♦ A late pick-up fee will be assessed at \$1.00 per minute starting at 6:31pm.
- ♦ A late payment fee of \$10.00 will be assessed for each week on any tuition that is not received before Tuesday.
- ♦ A fee of \$25.00 will be assessed to accounts for any returned checks.

Program Withdrawals and Adjustment Policy:

- ♦ Any changes to your child's schedule must be made in writing, and given to the Director (HartwickA@odysseycharterschool.com) one week prior to schedule adjustment.
- ♦ If you plan to withdraw your child from the enrichment program you must notify the Director (HartwickA@odysseycharterschool.com) in writing one week prior to withdrawal.

Discipline Procedures and Policies for Enrichment, Extracurricular and Summer Programs:

Odyssey Preparatory Academy's enrichment staff is committed to providing a safe, positive, and structured environment for all children in the program. Although the enrichment program operates outside of the regular school day, appropriate student behavior is still expected. Please know that all rules will be reviewed with students at the beginning of the program and daily as needed. It is imperative that both students and parents understand the expectations of the enrichment program. **Any student, who chronically receives referrals for discipline issues during the school day, will not be admitted to the Enrichment, Extracurricular or Summer Programs offered by Odyssey Schools.**

Procedures:

- ♦ Show respect at all times.
- ♦ Move appropriately throughout the campus and in outdoor play areas.
- ♦ Follow instructions set forth by enrichment teachers.
- ♦ Refrain from damaging any school property.
- ♦ Refrain from disruptive behavior, fighting, violence of any kind, and inappropriate language.
- ♦ Comply with any and all regulations set forth by Odyssey Preparatory Academy's enrichment staff and school administrators.

Consequences:

- ♦ Students will receive one verbal warning each day if necessary.
- ♦ **First Offense:** An incident report will be sent home with the parent or guardian. A copy signed by the parent will remain in the student's enrichment file.
- ♦ **Second Offense:** A second incident report will be sent home with the parent or guardian. A copy signed by the parent will remain in the student's enrichment file. The student will lose computer privileges and the student will meet with the enrichment director to discuss his/her behavior.
- ♦ **Third Offense:** A third incident report will be sent home with the parent or guardian. A copy signed by the parent will remain in the student's enrichment file. The student and parent will meet with the enrichment director to discuss his/her child's behavior and the student will be suspended from the program for up to 5 days.
- ♦ **Fourth Offense:** The student will be permanently suspended from Odyssey Preparatory Academy's Enrichment, Extracurricular or Summer Programs.

Please be advised: Administration reserves the right to suspend or remove a student from the Enrichment, Extracurricular or Summer Programs if any incident is deemed severe enough without prior refer

Odyssey Preparatory Academy



Before & After Care Enrichment Program Registration

Please Check Program Selection and Days of Attendance

- ☐ Before Care **only** Monday Tuesday Wednesday Thursday Friday
- ☐ After Care **only** Monday Tuesday Wednesday Thursday Friday
- ☐ Before & After Care Monday Tuesday Wednesday Thursday Friday
- ☐ Early Release Fridays Only

Student(s) Information:

Start Date: _____

1. Name _____ Grade _____
Last First Middle Initial "Nickname" if preferred

Date of Birth ____ / ____ / ____ Special Needs: ☐ None ☐ Other _____

2. Name _____ Grade _____
Last First Middle Initial "Nickname" if preferred

Date of Birth ____ / ____ / ____ Special Needs: ☐ None ☐ Other _____

3. Name _____ Grade _____
Last First Middle Initial "Nickname" if preferred

Date of Birth ____ / ____ / ____ Special Needs: ☐ None ☐ Other _____

Address _____
Street City State Zip Code

Parent or Guardian Contact Information:

Primary Contact Name _____ Relationship _____

Address (if different than student) _____
Street City State Zip Code

Work (_____) _____ - _____ Cell (_____) _____ - _____ Home (_____) _____ - _____

Email: _____ Employer _____

Secondary Contact Name _____ Relationship _____

Address (if different than student) _____
Street City State Zip Code

Work (_____) _____ - _____ Cell (_____) _____ - _____ Home (_____) _____ - _____

Email: _____ Employer _____

Health and Emergency Information:

Child _____ Condition/Allergy _____ Reaction _____ Accommodation/Treatment _____

Child _____ Condition/Allergy _____ Reaction _____ Accommodation/Treatment _____

Child _____ Condition/Allergy _____ Reaction _____ Accommodation/Treatment _____

Physician Name _____ Phone (_____) _____ - _____

*** Is emergency medical treatment authorized if necessary? ☐ Yes ☐ No ***

Alternate Pick-Up Authorization Policy:

Odyssey Preparatory Academy does NOT release a student to anyone other than the parents/guardians, or those persons authorized on this form. This authorizes persons, other than yourself, to take your child out of our school facility. If a student is to be picked up by one of the authorized persons listed below, please contact the school ahead of time.

For the protection of your child, a student **WILL NOT BE RELEASED** to anyone that is **NOT LISTED** below unless prior notice is received in writing from the parent or guardian of any changes to the authorization list. Please notify every authorized pick-up person on this list that a photo ID is REQUIRED at the time of pick-up in order for our staff to release your child to their custody.

1. Authorized Person _____
Printed Name _____ Relationship _____

Cell (_____) _____ - _____ Home (_____) _____ - _____ Work (_____) _____ - _____

Is this person also an Emergency Contact Person? ☐ Yes ☐ No

2. Authorized Person _____
Printed Name _____ Relationship _____

Cell (_____) _____ - _____ Home (_____) _____ - _____ Work (_____) _____ - _____

Is this person also an Emergency Contact Person? ☐ Yes ☐ No

3. Authorized Person _____
Printed Name _____ Relationship _____

Cell (_____) _____ - _____ Home (_____) _____ - _____ Work (_____) _____ - _____

Is this person also an Emergency Contact Person? ☐ Yes ☐ No

4. Authorized Person _____
Printed Name _____ Relationship _____

Cell (_____) _____ - _____ Home (_____) _____ - _____ Work (_____) _____ - _____

Is this person also an Emergency Contact Person? ☐ Yes ☐ No

I, _____, have read and agree to the Enrichment Program's
Printed name of parent or guardian

_____ Tuition Policy and Fees _____ Discipline Procedures and Policies _____ Alternate Pick-Up Authorizations
initial initial initial

Signature of parent or guardian

Date

Office Use Only: ☐ Weekly Tuition Amount \$ _____ OR ☐ \$ _____ if paid monthly ☐ Automatic Withdraw

Reg. Fee \$ _____ Total Amount Collected \$ _____ Check # _____ Staff Initials _____



Safe. Convenient. Easy.

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **BANK ACCOUNT AND CREDIT CARD**

I (we) hereby authorize **Odyssey Preparatory Academy's Enrichment Program** to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Cardholder Name	Phone #	State	Zip
Cardholder Address	Expiration Date		
Account Number	Date		
Cardholder Signature			

SECTION B (Bank Account)

Your Name	Phone #		
Address	City	State	Zip
Bank or Credit Union Name	Bank or Credit Union Address	City	State Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
Authorized Signature	Date		

Your Name
Any Street, Anytown
Tel: (001) 555-0000

DATE _____

0001

PAY TO THE ORDER OF **ATTACH VOIDED CHECK HERE**

DEPOSIT SLIPS NOT ACCEPTED

100 DOLLARS

Savings Bank
Any Street, Anytown
Tel: (001) 555-5555

Security Features Included. Details on back.

RE _____

MP

123456789

000123456789

0001

ROUTING
NUMBER

ACCOUNT
NUMBER

CHECK
NUMBER

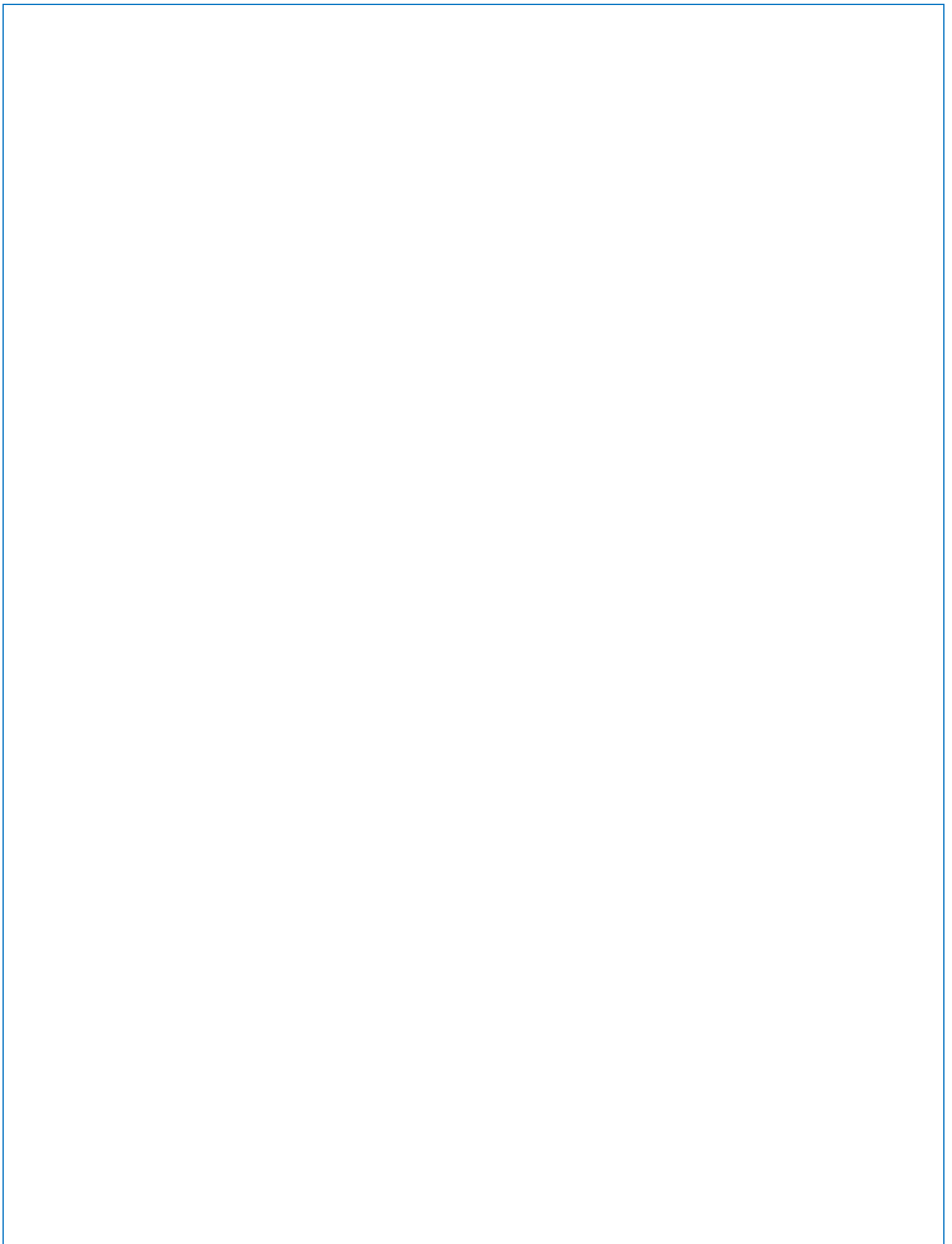
FOR OFFICIAL USE ONLY

Date Received

Employee Signature

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1350 Wyoming Drive Palm Bay, Florida 32909 Phone # 321-372-7263

Dear Families,

We know how important it is to stay up to date on your child's learning journey, which is why we're excited to offer you access to Procure Solutions' best-in-class parent app.

What Can I See on the App?

The app offers several "contactless" ways to check your child in and out. This helps us limit in-person interactions and unnecessary foot traffic in the school so we can better ensure the health and wellbeing of you, your children and our staff. Payments may be made through Tuition Express within the Procure App. Acceptable forms of payment are bank withdraw, or credit card. We do offer automatic withdraw as well (please fill out the attached form). If you choose to pay by check or money order, it will be processed through Procure within two days.

Your child's authorized pickup persons will also be listed in the app for viewing. To make changes to your account, please notify Alia Hartwick at hartwicka@odysseycharterschool.com.

How do I get the app?

You will receive an email from Procure with a unique 10-digit code and instructions on how to download and log into the app. **Please make sure your email is listed on the registration paperwork.** Please see additional information for checking your child in and out, when dropping off or picking up from Enrichment.

Sincerely,

Alia Hartwick
Enrichment Director
321-733-0442 ext. 214

Danielle Johnson
Enrichment Supervisor
321-372-7263

